

[LOGO]	Studio Department TRC INTERNAL CHAMPION(S)	SOP #	1
		Revision #	2
		Implementation Date	12/xx/20xx
Page #	1 of 3	Last Reviewed/Update Date	10/xx/20xx
SOP Owner	TRC Management	Approval	(Management or Owners stamp/signature)

Standard Operating Procedure: How to Lift 'Studio A' External Railing System

1. Purpose

To ensure the safety of employees and others, lifting heavy objects requires certain precautions. The following is a step-by-step guide on safely lifting the heavy external railing system from Studio A.

2. Scope

- TRC employees are required to complete training and education on safe lifting techniques. This training can help reduce the risk of accidents caused by improper lifting.
- This SOP applies to all TRC employees involved in lifting Studio A external railing system at TRC. This procedure applies to all activities, including but not limited to: moving, installing, or removing the system. The safety of all TRC employees is our main priority.

3. Precautions and Warnings

Before lifting any equipment, you must first plan how you will proceed. Take the following steps:

a) Must Wear Appropriate Attire

- Wear closed-toe shoes and gloves when lifting heavy or sharp objects.
- Wear safety glasses when handling our equipment.
- Do not wear jewelry, earrings, or other objects that can get caught on lifting and moving equipment.

b) Must Weigh the Object

*** Staff must not lift more than 50 lbs. Two or more staff members must lift an object weighing more than 50 lbs.**

- Weigh the object at (name of the weighing stations) before moving or lifting it.
 - Use the object's weight to help determine how many people are needed to lift it.
 - i. Divide the weight of your load by 50 to determine how many people are needed to carry it.
- * Weight limit is 50 pounds per person.**
- ** When deciding how many people to include in a move, consider the distance from one place to another.**
- If you feel you cannot lift an object at any point, please notify your team members immediately.

[LOGO]	Studio Department TRC INTERNAL CHAMPION(S)	SOP #	1
		Revision #	2
		Implementation Date	12/xx/20xx
Page #	2 of 3	Last Reviewed/Update Date	10/xx/20xx
SOP Owner	TRC Management	Approval	(Management or Owners stamp/signature)

c) Do's and Don'ts of Lifting Heavy Objects

- Don't twist or turn your body while lifting a heavy object.
- Do take your time when lifting heavy objects.
- Don't try to lift or carry something too heavy or too large to handle alone.
- Don't lift a heavy object above shoulder level.
- Don't bend forward. Keep a straight back as you squat to lift the object.
- Don't rush through the process.
- Do lift the load in a manner that allows you to see what is around you.
- Do take frequent breaks to prevent injuries.
- Do use a full grip with four fingers and a thumb for each hand.
- Do breathe deeply and mindfully as you lift heavy objects.
- Do the work when you're well-rested. Avoid lifting when tired.

d) Review the National Safety Compliance: OSHA Safety Training Lifting Guide

4. Responsibilities

This SOP is assigned to the following personnel: <Name1>, <Name2>, <Name3>. Their primary roles are <Role1> and <Role2>. *(Include any pertinent contact information.)*

5. Procedure

a) Steps to Remove the Railing

1. Check the bottom right of the railing for its lock.
2. Remove the lock from the bottom right.
3. Place the lock in a safe location.
4. Move staff member (s) around the railing before lifting it.
 - Place one employee at either side of the railing and one in the middle if more help is needed.
5. Use full hand grips to lift it.
6. Give a verbal signal to ensure everyone is ready to lift the railing together.
7. Place the removed railing next to the secured railing, which faces the building.
8. Ensure the railing does not block the pathway or create a hazard.

b) Steps to Return the Railing

1. Move staff member (s) around the railing before lifting it.

[LOGO]	Studio Department	SOP #	1
	TRC INTERNAL CHAMPION(S)	Revision #	2
		Implementation Date	12/xx/20xx
Page #	3 of 3	Last Reviewed/Update Date	10/xx/20xx
SOP Owner	TRC Management	Approval	(Management or Owners stamp/signature)

- a. Place one employee at either side of the railing and one in the middle if more help is needed.
- b.
2. Figure out the proper location for the railing before lifting it.
3. Lift the railing together.
4. Place the railing in that prearranged spot.
5. Grab the lock.
6. Bring the lock to the railing's bottom right.
7. Secure the lock to the railing's bottom right.

6. References

- a) Safe Lifting Training for Your Workforce - National Safety Compliance OSHA Safety Training
- b) *Resources staff member used:*
 - [OSHA Procedures for Safe Weight Limits when Manually Lifting](#)
 - [Applications Manual for the Revised NIOSH Lifting Equation](#)
 - [National Safety Compliance: Safe Lifting Training for Your Workforce](#)

7. Definitions

- a) **OSHA:** The Occupational Safety and Health Administration (OSHA), a federal organization under the Department of Labor that protects employees' safety and health by establishing standards, guidelines and regulations.